

**ICC Professional Development Council
Certification Committee Meeting**

January 18, 2023

11:00 AM CT

Teams

MEETING MINUTES

- 1.0 Peter Zvingilas called the meeting to order at 11:05 AM CT.
- 2.0 Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below.

Name	City, State	Present
Peter Zvingilas, CC Chair	Groton, CT	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	
Laura Pellizzi	Stony Brook, NY	X
Rick Hopkins	Venice, FL	
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	
Alan Boswell – BOD Liaison	Tuscaloosa, AL	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

- 3.0 Motion made and seconded to approve the agenda as presented. Motion passed unanimously.
- 4.0 Motion made and seconded to approve the December 16, 2022 minutes. Motion passed unanimously.

5.0 REGULAR SESSION

5.1 Ms. Saylor presented staff recommendations, application information, and applicable documentation for the CBO/CFM Examination Development Committee member appointments. CC members reviewed the recommendations and made the following motions:

- A motion was made and seconded to approve new EDC members and alternate as listed below. Motion passed unanimously.

- Full Member(s)
 - Kelly Brooks
 - Robert Purkey
 - Thomas Nabors
 - Brad Wungluck
 - Joseph Alexander
 - Kenneth Eddins
- Alternate(s)
 - James Hendricks
 - Darron Ray

6.0 EXECUTIVE SESSION

Due to the nature of the discussions, the committee voted to go into executive session. The executive session began at 11:20 PM and ended at 11:54 PM.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8.0 Ms. Saylor requested Ron Piester provide an update on upcoming PDC meetings. Mr. Piester advised he will be sending out a Doodle Poll for an upcoming virtual meeting to review the applications for the Emory R. Rodgers Leadership in Building Safety Fellowship. Mr. Piester also advised of the upcoming in-person PDC meeting to be held May 1-May 2 in Tampa, Florida during the ICC Spring training event. Ms. Saylor will send out a Doodle Poll for the next virtual meeting to be held in February 2023.

9.0 A motion was made to adjourn the meeting at 12:02 PM CT. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

May 01, 2023

8:00 AM ET

**Grand Hyatt Tampa - White Ibis South
Tampa, FL**

MEETING MINUTES

1.0 Call to Order

Peter Zvingilas called the meeting to order at 08:01 AM ET.

2.0 Roll Call

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted below. In addition, ICC Board Immediate Past President Cindy Davis and ICC Board Director At Large, Jack Applegate attended portions of the meeting.

Name	City, State	Present
Peter Zvingilas, CC Chair	Groton, CT	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	X
Rick Hopkins	Venice, FL	
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	
Alan Boswell – BOD Liaison	Tuscaloosa, AL	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X

3.0 Approval of Agenda

Motion made and seconded to approve the agenda as presented. Motion passed unanimously.

4.0 Approval of Minutes from January 18, 2023 Meeting

Motion made and seconded to approve the January 18, 2023 minutes. Motion passed unanimously.



5.0 Attendee Introductions

Mr. Zvingilas requested each attendee provide a brief introduction.

6.0 REGULAR SESSION (ACTION ITEMS)

6.1 Examination Development Committees (EDCs)

a. Member Appointments

Ms. Saylor presented staff recommendations, application information, and applicable documentation for the IgCC, Tall Mass Timber, Structural Masonry, and Portable Fire Extinguisher EDC member appointments. The CC members discussed use of alternates prior to their appointment as full members. Staff advised alternates are not permitted to attend meetings until they are a full member. Ron Piester read from CP-7 regarding the use of alternates and how it relates to the CC Rules of Procedure. Laura Pellizzi suggested having alternates attend EDC meetings as alternates would help them be trained and up to speed on current assignments. Mr. Zvingilas requested staff place this item on a future meeting agenda for review. CC members reviewed the recommendations and made the following motions:

- IgCC - A motion was made and seconded to approve new EDC members and alternates as listed below. Motion passed unanimously.
 - Full Member(s)
 - Gerald Kettler
 - Eurilynn Caraballo
 - Michael Gary Rakes
 - Lee Degeyter Green
 - Elias Rodriguez
 - Daniel Green
 - Matthew Payette
 - Alternate(s)
 - Rob Emard
 - Amir Nakhla
- Tall Mass Timber – motion made and seconded to approve new EDC members and alternates as listed below. Motion passed unanimously.
 - Full Member(s)
 - Simon Gallagher
 - Paul Ilg
 - Raymond O’Brocki
 - Eirene Knott
 - Steve Swarthout
 - Jeremy Elkin
 - Robert Bottari



- Alternate(s)
 - Paul Kim
 - Tanya Luthi
- Structural Masonry – motion made and seconded to approve new EDC member and alternate as listed below. Motion passed unanimously.
 - Full Member(s)
 - Ryne Turner
 - Alternate(s)
 - Jeremy Worch
- Portable/Pre-Engineered Fire Extinguishing Systems – motion made and seconded to approve new EDC member and alternates as listed below. Motion passed unanimously.
 - Full Member
 - Ed Giles
 - Alternate(s)
 - Mindy Andrusevits
 - Robert Lewis

b. Member Employment Changes

Ms. Saylor presented EDC Applications for members who changed employment during their term for reappointment to the EDC.

- Dana McCallister: Commercial Building EDC – motion made and seconded to reappoint to EDC. Motion passed unanimously.
- Sara Retmier: Plumbing EDC – motion made and seconded to reappoint to EDC. Motion passed unanimously.

c. Member Removal

Ms. Saylor presented a request from staff to remove Richard Camp from the Structural Steel and Welding EDC due to lack of participation. Motion made and seconded to remove Mr. Camp from the EDC. Motion passed unanimously.

d. Acceptance of meeting minutes

Ms. Saylor presented a report to the EDC for 2022 activity and the associated meeting minutes. Mr. Zvingilas requested staff modify the report to include meeting minutes cancelled due to lack of quorum and to begin providing the report and minutes on a quarterly basis to the CC. Motion made and seconded to accept the EDC report and meeting minutes. Motion passed unanimously.



6.2 Request to Modify Policies and/or Credentialing Procedures

a. Allow legacy combination designations to obtain the R5

Request

Ms. Saylor presented a request from Joseph DeMaio to allow legacy combination designations (P5, E5, M5, B5) to satisfy the residential certification requirements to obtain the R5 – Residential Combination Inspector.

CC Decision

After discussion on the history of the decision and makeup of the legacy examinations as it relates to residential vs commercial content, a motion was made to deny the request. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will send a letter from Mr. Zvingilas regarding the CC decision.

b. Allow Dry Erase Boards During PRONTO Exams

Request

Ms. Saylor presented a request by Joanna Beres to allow dry erase boards during PRONTO examinations.

CC Decision

After discussion on the potential security risks with open-book examinations and other high-stakes examinations which allow dry erase boards, a motion was made to deny the request. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will send a letter from Mr. Zvingilas regarding the CC decision.

c. Eliminate or shorten the six-month waiting period

Request

Ms. Saylor presented a request from Thomas Clark to eliminate or shorten the six-month waiting period after six (6) examination attempts.

CC Decision

The CC discussed the history of the change from two (2) times in six (6) months to six (6) times in six (6) months. In addition, there was discussion on how to encourage candidates to access the study tips available on the ICC website. It



was requested staff add a link to the study tips in the fail result letter. A motion was made to deny the request as the CC determined a six (6) month waiting period to continue studying for the examination was appropriate. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will update the result letter with the link and send a letter from Mr. Zvingilas regarding the CC decision.

d. Utilize Code Specialist Designations to Obtain the Master Code Professional (MCP)

Request

Ms. Saylor presented a request from Jay Bradford utilize the prior Certified Code Official pathway to obtaining the MCP; however, replacing the Certified Code Official designations with the Code Specialist designations to encourage more Electrical Plans Examiners. The list of suggested certifications are as follows:

- Certified Building Official
- Building Code Specialist
- Electrical Code Specialist
- Mechanical Code Specialist
- Plumbing Code Specialist
- Accessibility Inspector/Plans Examiner exam,
- Residential Energy Inspector/Plans examiner, or
Commercial Energy Plans Examiner

CC Decision

After discussion on the history of the changes to the MCP from elimination of the Certified Code Official pathway as well as the inclusion of the Fire Plans Examiner as a core examination, a motion was made to create a pathway to obtain the MCP utilizing the suggested certifications with the addition of the Fire Plans Examiner. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will update language on the ICC website, update associated procedures, and send a letter from Mr. Zvingilas regarding the CC decision.

e. Request by staff to update the MCP requirement language

Request

Ms. Saylor presented a request to update the language on the ICC website regarding requirements due to conflicting verbiage between examinations and certifications.



CC Decision

After discussion on the history of the changes to the MCP from certifications to Examinations, a motion was made to approve the request. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will update language on the ICC website.

7.0 INFORMATIONAL ITEMS

7.1 Department Rebrand

Ms. Saylor advised the committee the Assessment Center was rebranded to ICC Credentialing to keep with the consistency with the brand of our building safety solutions.

7.2 Digital Codes for Exams Update

Ms. Saylor advised the committee that Digital Codes for Exams is expected to launch in the second quarter of 2023. The committee discussed the benefits and future enhancements to the feature. The committee requested staff hold a meeting to walk them through an examination administration utilizing Digital Codes for Exams in the staging environment. Ms. Davis questioned the change in policy from using only approved references for exams to using any copyrighted and bound reference. Ms. Saylor advised the rule change was implemented to enhance the user experience. Alan Boswell asked if the practice exams would also have Digital Codes for Exams incorporated. Ms. Saylor advised the practice exams are offered by ICC Training and are on a different system. She advised she will speak with ICC Training on the possibility of incorporating DC for Exams.

Action Required

ICC Credentialing to discuss DC for Exams with ICC Training.

7.3 NCPCCI Reciprocity Program Stats

Ms. Saylor presented the total numbers of applications and certifications processed for the NCPCCI Reciprocity Program. Ms. Davis questioned the history of the program to include the reciprocity verification process. Mr. Piester provided details on the process taken by staff prior to implementation. Johnny Goetz questioned how many states were on the UPC. After reviewing the ICC website, staff verified with Government Relations representative Gary Gauthier the information.



7.4 Reinstatement Program Stats

Ms. Saylor presented the total numbers of applications and certifications processed for the ICC and Legacy Reinstatement Programs.

7.5 Departmental Videos

Ms. Saylor presented the three departmental videos (Before the Exam, During the Exam, After the exam) launched in November 2022, along with the current view stats. Mr. Zvingilas requested staff work with the videographer to slow down the Before the Exam video. Ms. Saylor advised of upcoming videos include certification renewals, getting involved with ICC Credentialing through committees, as well as the benefits of and how to become a Pronto at Work Jurisdiction. The CC discussed other topics to explore.

Action Required

ICC Credentialing to contact marketing to request changes to the Before the Exam video.

7.6 Psychometrician Update

Ms. Saylor advised ICC Credentialing is expecting to hire an in-house psychometrician in 2023. Mr. Piester recommended Ms. Saylor send out the psychometric report to the CC with the approved meeting minutes for the new members and a refresh for existing members.

Action Required

ICC Credentialing to send out the psychometric report with approved Meeting Minutes.

7.7 PRONTO Stats

Ms. Saylor presented PRONTO statistics for the last six (6) months. The committee discussed PRONTO technical issues from a jurisdiction and candidate perspective. Ms. Saylor advised the Credentialing team understands how important the examinations are and works to resolve each instance with the jurisdiction or candidate. Ms. Saylor spoke about the process in place for Pronto at Work Jurisdictions (or those wishing to become a Pronto at Work Jurisdiction) or candidates have difficulties connecting to ProctorU. She also advised of the Test it Out feature as well as the information and videos provided to all candidates regarding necessary information prior to booking a PRONTO examination. Ms. Saylor walked the CC through the signup process to show the verbiage candidates see prior to booking their exam. Mr. Goetz requested staff update specific



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verbiage from black to red font for consistency on the agreement screens.

Action Required

ICC Credentialing to update the verbiage as requested.

8.0 Other Business

Mr. Zvingilas advised he has had discussions regarding the possibility of a training course focused on budgeting. The CC discussed the need for a course. Mr. Simms questioned the status of disciplinary hearings, Ms. Saylor advised staff is working through some of them for a future meeting.

9.0 Next Meeting

Mr. Piester reminded the committee of the PDC meeting on May 2, 2023 in the White IBIS meeting room beginning 8:00 AM ET. Ms. Saylor advised the committee she will send out meeting information regarding the Digital Codes for Exams walk-through.

10.0 Adjournment

There being no other business to discuss, a motion was made to adjourn the meeting at 4:34 PM ET. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

August 31, 2023

12:30 PM CT

Teams

MEETING MINUTES

1.0 Call to Order

Peter Zvingilas called the meeting to order at 12:37 PM CT.

2.0 Roll Call

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted below. Rich Truitt arrived at 12:43 PM and left at 1:00 PM CT due to other obligations.

Name	City, State	Present
Peter Zvingilas, CC Chair	Hartford, CT	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Laura Pellizzi	Stony Brook, NY	X
Megan Braswell	Dripping Springs, TX	
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	X
Alan Boswell – BOD Liaison	Tuscaloosa, AL	
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X
Whitney Doll	DC Office	X

3.0 Approval of Agenda

A motion was made and seconded to approve the agenda as presented. Motion passed unanimously.

4.0 Approval of Minutes from May 01, 2023, Meeting

A motion was made and seconded to approve the May 01, 2023, minutes. Motion passed unanimously.



5.0 Attendee Introductions

Introductions were not made at this meeting as the newest member of the committee, Megan Braswell, was not in attendance.

6.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 12:45 PM and ended at 1:30 PM.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

7.0 REGULAR SESSION (ACTION ITEMS)

7.1 Examination Development Committees (EDCs)

a. Member Changes of Employment

Ms. Saylor presented EDC Applications for members who changed employment during their term for reappointment to the EDC.

- C. J. Jarecki: Commercial Building
- Patrick Moran: Commercial Building
- Kenneth Eddins: CBO/CFM
- Dave Clemens: Commercial Fire Sprinkler
- Joe Quintana: Structural Steel and Welding Special Inspector
- Steve Swarthout: Tall Mass Timber Special Inspector
- Tom Sharp: Soils Special Inspector

b. Member Removal

Ms. Saylor presented a request from staff to remove Antoine King from the Portable/Pre-engineered (NAFED) EDC due to lack of participation.

A motion was made and seconded to reappoint all EDC members with employment changes to the applicable EDCs and to remove Antoine King from the NAFED EDC. Motion passed unanimously.



7.2 General Request(s)

a. Request for a new Special Inspector Coordinator Certification Examination

Request

Ms. Saylor presented a request from Bill Elliot to create a Special Inspector Coordinator Certification. The CC discussed Mr. Elliot's supporting documentation at length.

CC Decision

A motion was made to deny the request for a certification and to review for possible CLA. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will reach out to ICC Training and the Product Development team regarding development of a CLA. A letter from Mr. Zvingilas regarding the CC decision will be sent.

b. Request to reinstate review sessions

Request

Ms. Saylor presented a request by Jon victor to allow review sessions for failed exams in addition to documentation on the CC's decision to eliminate review sessions.

CC Decision

After discussion, a motion was made to uphold the CC's previous decision regarding elimination of review sessions and deny the request. The motion was seconded and passed with 3 votes in favor and 2 against.

Action Required

ICC Credentialing will send a letter from Mr. Zvingilas regarding the CC decision.

8.0 INFORMATIONAL ITEMS

8.1 PRONTO Update to BoD

In an effort to enhance the PRONTO experience and mitigate complaints, staff has identified short and long-term PRONTO program solutions. In July Whitney Doll, EVP of Customer Engagement provided this information to the Board of Directors. Ms. Saylor presented this information to the CC, which consisted of statistics, PRONTO Platform updates, Proctor training, as well as information on marketing



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and educational offerings. Mr. Zvingilas inquired on obtaining YoY stats since moving to ProctorU in November 2019.

Action Required

ICC Credentialing to inquire with Meazure Learning on obtaining YoY stats.

8.2 Digital Codes for Exams Update

Ms. Saylor advised the committee that Digital Codes for Exams has launched. She advised we have not received any comments from candidates regarding the new tool. Margaret Awokoya presented a walkthrough of the DC for Exams product.

8.3 Department Videos

Ms. Saylor presented the latest departmental video, *How to Renew Your Code Council Certification*. Ms. Saylor advised the request to slow down the *Before the Exam* video is still in process and will provide a status update.

Action Required

ICC Credentialing to verify with marketing on requested changes to slow down the *Before the Exam* video.

Update

Video has been updated and will be posted to the ICC You Tube channel and all relevant links will be updated.

9.0 Next Meeting

Ms. Saylor advised she will send out a Doodle Poll for a September meeting.

10.0 Adjournment

There being no other business to discuss, a motion to adjourn the meeting at 2:27 PM CT. Motion passed unanimously.



**ICC Professional Development Council
Certification Committee Meeting**

**November 9, 2023
11:30 AM CT
Teams**

MEETING MINUTES

1.0 Call to Order

Peter Zvingilas called the meeting to order at 11:32 AM CT.

2.0 Roll Call

Mr. Zvingilas requested Autumn Saylor call roll. A quorum was established with attendees noted as below. Will Coffman and Jordana Rubel exited the meeting at 12:52 PM.

Name	City, State	Present
Peter Zvingilas – Chair	Hartford, CT	X
Laura Pellizzi – Vice-Chair	Stony Brook, NY	X
Johnny Goetz	Westlake Village, CA	X
Lance Simms	College Station, TX	X
Megan Braswell	Dripping Springs, TX	X
Tyler Jennings	Richland, WA	X
Rich Truitt – PDC Chair	Bel Air, MD	
Steve McDaniel – BOD Liaison	City of Corning, NY	X
ICC Staff		
Autumn Saylor	Birmingham, AL	X
Ron Piester	Birmingham, AL	X
Margaret Awokoya	Birmingham, AL	X
Will Coffman - General Counsel	Birmingham, AL	X
Jordana Rubel - General Counsel	Washington, DC	X

3.0 Approval of Agenda

Motion made and seconded to approve the agenda as presented. Motion passed unanimously.



4.0 Approval of Minutes from August 31, 2023, Meeting

Motion made and seconded to approve the August 31, 2023 minutes. Motion passed unanimously.

5.0 INTRODUCTIONS

6.0 EXECUTIVE SESSION (ACTION ITEMS)

Due to the nature of the discussions, a motion was made to go into executive session. The executive session began at 11:45 PM and ended at 12:52 PM.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



[REDACTED]

[REDACTED]

[REDACTED]

7.0 REGULAR SESSION (ACTION ITEMS)

7.1 Exam Development Committees

a. Member Changes of Employment

Ms. Saylor presented EDC Applications for members who changed employment during their term for reappointment to the EDC.

- Dana MacAllister: Commercial Building
- Carey Frazier: Permit Tech

b. 2024 EDC Appointments

Ms. Saylor presented staff recommendations, application information, and applicable documentation. CC members reviewed the recommendations and took the following action:

- Commercial Building – motion made and seconded to appoint a new alternate for a three-year term as listed below. Motion passed unanimously.
 - Alternate
 - Michael Shubert
- Commercial Fire Alarm – motion made and seconded to appoint new members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members



- Vincent Anderson
- Richard Soltis
- Chuck Altvater
- Neil Hutzol
- Hershel Holcomb
- Robert Perez
- Alternates
 - Hasit Panchal
 - Joe Kmetz
- Fire Sprinkler – motion made and seconded to appoint new members and an alternate for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Karl Thompson
 - Dave Clemens
 - Fernando Cardenas
 - Michael Bozzuto
 - John Swanson
 - Alternate
 - Aaron Conway
- PMHI/Zoning – motion made and seconded to appoint a new member for a three-year term as listed below. Motion passed unanimously.
 - Member
 - Detric Knox
- Portable/Pre-Engineered Fire Extinguishing Systems – motion made and seconded to appoint new EDC members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Diane Pein
 - Alternates
 - Alex Neville
 - Anthony Catalano, III
- Reinforced/Prestressed Concrete SI – motion made and seconded to appoint new alternates for a three-year term as listed below. Motion passed unanimously.
 - Alternates
 - Joseph Doane
 - Robert Marklin



- Residential Building – motion made and seconded to appoint new a member and alternates for a three-year term as listed below. Motion passed unanimously.
 - Member
 - Robert Wallace
 - Alternates
 - Timothy Steinwinder
 - Mark Remy
- Soils SI – motion made and seconded to appoint a new member and alternate for a three-year term as listed below. Motion passed unanimously.
 - Member
 - Clinton Hudson
 - Alternate
 - Benjamin Fox
- Structural Masonry SI – motion made and seconded to appoint new alternates for a three-year term as listed below. Motion passed unanimously.
 - Alternates
 - Raquel Halloran
 - Ronald Hall
- Structural Steel & Welding SI – motion made and seconded to appoint a new member and alternates for a three-year term as listed below. Motion passed unanimously.
 - Member
 - Alan Brown
 - Alternates
 - Diamond Ah Nee
 - Gabriel Wise
- Sustainability – motion made and seconded to appoint new members and alternates for a three-year term as listed below. Motion passed unanimously.
 - Members
 - Kyle Parag
 - Ty Chapman
 - Alternates
 - Johnathan Killebrew
 - Joseph Drolet



7.2 GENERAL REQUEST(S)

**a. Request for a Special Inspector Coordinator certification examination –
UPDATE RE: CLA**

Request

At the August 31, 2023 meeting, Ms. Saylor presented a request from Bill Elliot to create a new Special Inspector Coordinator certification examination. After discussion, the CC requested staff explore the option of a Credential of Learning Achievement (CLA) in lieu of a certification. Ms. Saylor presented staff’s research and recommendation to not move forward with a CLA at this time.

CC Decision

After discussion, a motion was made to not move forward with a certification exam or CLA. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will send a letter from Mr. Zvingilas regarding the CC decision.

**b. Request to eliminate the policy limiting examination attempts to six (6)
times in six (6) months.**

Request

Ms. Saylor presented a request by Mohammad Ramin Shaeedyar to eliminate the policy limiting examination attempts to six (6) times in six (6) months.

CC Decision

After discussion, a motion was made to deny the request to eliminate the policy limiting examination attempts to six (6) times in six (6) months. The motion was seconded and passed unanimously.

Action Required

ICC Credentialing will send a letter from Mr. Zvingilas regarding the CC decision.



c. Use current MCP to satisfy Legal Module portion of CBO/CFM.

Request

Ms. Saylor presented a request by staff to allow the MCP to satisfy the Legal Module requirements of the CBO and CFM designations.

CC Decision

After discussion, a motion was made to approve staff's request to allow use of the MCP to satisfy the Legal Module requirements of the CBO and CFM designations. The motion was seconded and passed unanimously.

Action Required

Ms. Saylor to update the requirements listed on the website.

8.0 INFORMATIONAL ITEMS

8.1 Psychometrician

Ms. Saylor announced ICC Credentialing hired a new psychometrician.

8.2 PRONTO Focus Group

Ms. Saylor advised the PRONTO Focus Group will have its introductory meeting on November 16th and will provide additional updates as appropriate.

9.0 NEXT MEETING

Ms. Saylor advised she will send out a Doodle Poll for a January meeting. Ms. Saylor requested Ron Piester provide an update for the next PDC Meeting. Mr. Piester informed the CC that there are no updates for the next in-person meeting; however, the PDC will be meeting at the beginning of the year to review the Emory Rogers Fellowship applications.

10.0 ADJOURNMENT

There being no further business to discuss, a motion was made to adjourn the meeting at 1:22 PM CT. Motion passed unanimously.